



Job Description Event Coordinator

Employment Type:

- Part-time, hourly; 25 hours per week.
- \$15-\$18 per hour
- Variable and flexible work schedule. On average 2-3 weekdays per week and 1-2 weekends a month.
- Location: Camp Blodgett in West Olive, MI

Responsible to:

- Director of Operations

Overview:

Camp Blodgett's *Event Coordinator* will be the go-to for all rentals that take place on our West Olive property. Supervised by our Director of Operations, this individual will be the first point of contact for rental inquiries, providing excellent customer service from inquiry to site visit to event execution. In addition to their rental program responsibilities, this staff member will oversee volunteer events that take place on our grounds.

Qualifications:

- Excellent customer service skills
- Working knowledge of Microsoft Office Suite programs (Word, Excel, Powerpoint, Office 365, etc.) and Google Drive programs, and an ability to learn and adapt to new computer software.
- Educational or experiential background in event and volunteer management
- Excellent organizational skills, communication skills, can-do attitude, and the ability to thrive in a busy workplace.
- Experience utilizing social media for marketing purposes.
- Skills and interest to work collaboratively with a small team.
- Experience with and passion for working with youth and families from diverse backgrounds.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.

General Administrative and Event Duties:

- Learn and implement hospitality within the rental program at The Loeks Retreat Center.

- General oversight of Loeks Retreat Center venue and assets – have a working knowledge of sound system, fireplace, kitchen appliances, breakers in the building, and location of rental items.
- Learn Rental Tracker data base and update system from Word documents to database.
- Act as Asst. Manager to rental hosts and train them to oversee event management when Director of Operations is unavailable.
- Become knowledgeable about rental programs, policies and procedures, renter expectations, and be able to provide assistance to guests on our property.
- Perform administrative duties including, but not limited to, word processing, data management, photocopying, invoicing and filing paperwork.
- Provide Administrative support to facilities team.
- Maintain project completion in a timely manner, following assigned due dates.
- Answer the telephone and make Site Visit appointments with prospective renters. Regularly check voicemail for messages and promptly return calls when necessary.
- Greet and assist renters as they come into the office or venue.
- Support and organize volunteer projects help at The Loeks Retreat Center and on site at Camp.
- Help organize the office and maintain efficient organizational systems.
- All other duties as assigned.